

**2014**  
**RULES & REGULATIONS**  
**OF THE**  
**CITY OF FRANKFORT**  
**GOVERNING**  
**ELECTRICAL INSTALLATIONS**



City Staff: (502)

Code Inspectors: 352-2095  
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Electric Inspector: 352-2138  
Signs: 352-2094  
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## **INTRODUCTION**

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April 2, 2014

This packet is to be a supplement to the 2011 National Electrical Code and the City of Frankfort Ordinance – Electrical; Section 150. Refer to the 2011 National Electrical Code for additional information. This is not an installation guide, it is for reference only. The rules and regulations of the 2011 National Electrical Code apply and take precedence over this brochure.

*Note: Although the 2011 National Electrical Code is referred to, the national electrical code that is currently adopted by the Commonwealth of Kentucky, shall be applied.*

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## **ELECTRICAL PERMIT PROCESS**

### **1. Apply for an Electrical Permit (by home owner or by licensed electrician)**

- Please apply a minimum of 3 days prior to wanting to start work.

### **2. City Electrical Inspector reviews application**

- All fees and information on the permit must be completed. Incomplete applications – Inspector will notify applicant of missing information. All requested information such as missing drawings or calculations must be completed prior to permit approval.

### **3. Applicant is contacted to provide additional information or to pick up Electrical Permit Card.**

- If additional information is requested and not provided within 30 days, the permit becomes null and void (forfeiture of filing fees).
- The Electrical Permit card must be issued and displayed in a visible place on site prior to commencing work.

### **4. Call for inspections      office: (502) 352-2138      cell: (502) 330-0151**

- Temporary, Rough-In, Final, Ditch, 120-day Disconnects/re-connects, Service Changes or Upgrades, etc. Inspections requested prior to 2 p.m. are typically done the same day. Inspections times requested prior to 8 a.m. and after 4:30 p.m. can often be accommodated. Re-inspection Fees may be applicable, see fee schedule.

### **5. Exceptions:** Where electrical replacements and/or repairs have been performed in an emergency situation and prior to seeking a permit, the electrical permit application shall be submitted the next business day of such emergency situation.

## **ELECTRICAL PERMIT REQUIREMENTS**

1. A licensed electrical contractor, as defined by KRS 227.450 and KRS 227A.060, must obtain an electrical permit for electrical installations.
2. A homeowner performing electrical work on their own residence in which they reside and will reside for 1 year when the project is complete may obtain an electrical permit. A homeowner affidavit must be completed and signed.
3. An electrical permit and fees must be obtained and approved before commencing any electrical installation.
4. If any work authorized by an electrical permit is not commenced within 90 days from the date it is issued, the permit shall become void and of no effect. All fees will be forfeited. If any extension of time is desired, the applicant may request such in writing to the electrical inspector and the permit may be renewed at the discretion of the electrical inspector or Department Director.
5. If any work authorized by an electrical permit ceases for 6 months from the date of the last electrical inspection; the permit will become void and of no effect. Any remaining fees will be forfeited; any outstanding fees will be the responsibility of the applicant. The applicant may request an extension of time in writing to the electrical inspector and the permit may be renewed for up to 6 months.
6. A stop work order will be issued for any electrical work being installed without the proper electrical permit or the proper electrical license. Electrical work shall cease until proper documentation is obtained by the electrical inspector.
7. Original signatures are required on the electrical permit. Electronic applications may be submitted for review, however, will not be issued until an original signature is provided.
8. The applicant must contact the electrical inspector to request inspections.
9. A current copy of electrical contractor's license, master electrician license and/or electrical license will be kept on file. It is the license holder's responsibility to maintain a current copy to this office. No electrical permits will be issued unless the proper current license is on file.
10. Any inspection which is disapproved must be corrected and re-inspected within 30 days from the date of the failed inspection. If this is not done the permit will become null and void and the fees will be forfeited. If power is currently on at the property, power will be disconnected by the serving utility company for permits that have become null and void.
11. The electrical contractor must have a current City of Frankfort business license to obtain an electrical permit.
12. An electrical contractor must employ at least one master electrician if they are not one their self.
13. A master electrician can only be tied to one electrical contractor license
14. All electrical work must be performed by, or under the supervision of, a licensed electrician or master electrician. In order to work unsupervised, an electrical worker must be a licensed electrician.

## **CURRENT ELECTRICAL PERMIT FEES**

Temporary Service .....		\$50.00
Residential .....	Rough-in .....	\$2.00/circuit or \$50.00 which ever is more
	Final .....	\$2.00/circuit or \$50.00 which ever is more
Residential additions ....	Rough-in .....	\$30.00
	Final .....	\$30.00
Commercial .....	Rough-in .....	\$2.00/circuit or \$50.00 which ever is more
	Final .....	\$2.00/circuit or \$50.00 which ever is more
Temporary on Main .....		\$50.00
Service upgrade .....		\$30.00
120 day reconnect .....		\$30.00
Additional site visit .....		\$20.00
First re-inspection .....		\$35.00
Second re-inspection and subsequent.....		\$50.00
Ditch .....		\$20.00

***Note: Fees are subject to change by Ordinance Amendment.***

## MISCELLANEOUS PERMIT INFORMATION

1. Any electrical installations that are on or in buildings or property that is either federally or State owned or leased are not in the City of Frankfort's jurisdiction.
2. When determining which edition of the National Electrical Code will apply:
  - a. The edition that is currently adopted by the Commonwealth of Kentucky
  - b. The edition that is adopted and enforced at the time the electrical permit is obtained
3. If the owner changes electricians, before the job is completed, a Release of Electrical Permit must be completed. Previously paid fees will be transferred.
4. If an electrician obtains an electrical permit and the job is cancelled or the electrical permit is not needed, the electrician may request a refund in writing.
5. An electrical permit can be determined as not required for certain storm event damage where simple repairs are made. Frankfort Plant Board and the electrical inspector will determine if a permit is required if there is a concern.
6. The term "dried-in" as described on the Temporary on Main Agreement is defined as the exterior shell being complete.
7. A Temporary on Main inspection can be performed when the building is dried-in and secured (windows and doors with locks shall be installed) and drywall is to be hung.
8. Electrical installations shall also comply with Frankfort Plant Board Service and Metering Standards which can be found on their web page: <http://www.fewpb.com>
9. Residential dwelling units are required to have a minimum 100A service. On a multi-family dwelling each unit is required to be a minimum 100A. If a 120-day re-connect inspection is performed on a multi-family dwelling of 10 or less units each unit will be required to meet this requirement. If there are more than 10 units in the building, it will be "grandfathered in" unless it is deemed unsafe by the electrical inspector.
10. If more than 50% of a building is being renovated, the entire electrical system/installation must be code compliant.
11. Any elected city official or city manager that needs to obtain an electrical permit or inspection must request it through a 3<sup>rd</sup> party electrical inspector certified by the Commonwealth of Kentucky. It will not be performed through this office.
12. Refer to the City of Frankfort Ordinance – Electrical, Section 150 for additional information
13. When a change of occupancy or change of use occurs, the owner must have a licensed electrician verify the wiring method is in compliance with the occupancy/use type and submit such in writing to the electrical inspector.
14. Romex (NM cable) must be installed so as protected from physical damage

## **TEMPORARY SERVICE POLE FOR CONSTRUCTION**

1. Overhead or underground:
  - a. The electrical contractor shall supply the overhead or underground service pole and maintain the service in proper working condition as which it was inspected.
  - b. The electrical contractor shall refer to the National Electrical Code and Frankfort Plant Board Service and Metering Standard for installation requirements.
  - c. Should six (6) months lapse after the initial inspection of the temporary service pole and no electrical inspections have been requested and it appears to the electrical inspector that construction has ceased, the electrical inspector will notify the serving utility company and have the power disconnected, unless notified by the electrical contractor.
  - d. All outlets must be GFCI protected and installed per the National Electrical Code.
  - e. Upon completion of temporary pole service – the pole and supporting features shall be removed from the site prior to a final inspection.



## **ELECTRICAL PROCESS - Details**

### **1) General:**

- A) Any electrical permit submitted before 2 pm, will be inspected that day, as time allows
- B) Any electrical permit submitted after 2 pm, will be inspected the following business day
- C) Early or late inspection requests may be requested
- D) Emphasize the pre-energized inspection of service interior, this will typically apply to all with the exception of 120+ day reconnects
- E) These guidelines are typical and may not apply to all applications

### **2) 120+ day reconnects:**

- A) The applicant may be either the property owner, a electrical contractor or other (such as a manager of the property)
- B) If the applicant is the property owner, they must have proof of ownership for the property. If they do not have any documentation with them, print it out on PVA and have them initial and date
- C) If the applicant is other, a notarized authorization form from the owner allowing the applicant to sign on their behalf will be accepted
- D) If the applicant is electrical contractor, verify a current copy of their electrical contractor and master electrician license is on file and their account is up to date with the finance department
- E) If the applicant is someone other than an electrician, they may not know the information to be inserted in the "service/electrical information" section. They should know the serving utility company, the remaining information will be verified by the inspector
- F) Note on the bottom of the application, the location of a hidden key, if the property is unlocked, a key combination, etc...
- G) If there are personal belongings in the residence or it is occupied. Have the applicant contact the electrical inspector to schedule a time to meet at the residence
- H) Counter staff receives the application fees and process either in finance or at counter

### **3) Service upgrades:**

- A) Applicant will be either an electrical contractor or the homeowner. The homeowner must reside at the residence and sign a homeowner affidavit
- B) Verify the electrical contractor has a current copy of their electrical contractor and master electrician license on file and their account is up to date with the finance department
- C) The number of new circuits added must be listed, if applicable
- D) List on the top of the application the time the applicant will be ready for an inspection
- E) Counter staff receives the application fees and process either in finance or with the credit card machine at counter

**4) Residential additions:**

- A) Applicant will be either an electrical contractor or the homeowner. The homeowner must reside at the residence for 1 year and sign a homeowner affidavit.
- B) Verify the electrical contractor has a current copy of their electrical contractor and master electrician license on file and their account is up to date with the finance department
- C) The number of new circuits installed must be listed
- D) All applicable information must be completed
- E) Counter staff must list the building permit number on the top right of the application
- F) Counter staff receives the application fees and process either in finance or with the credit card machine at counter
- G) Typical inspection types needed:
  - Pre-energized inspection of service interior
  - Residential addition: Rough-in and final

**5) New construction residential:**

- A) Applicant will be either an electrical contractor or the homeowner. The homeowner must reside or will reside at the residence for 1 year and sign homeowner affidavit.
- B) Verify the electrical contractor has a current copy of their electrical contractor and master electrician license on file and their account is up to date with the finance department
- C) The number of new circuits installed must be listed
- D) All applicable information must be completed
- E) Counter staff must list the building permit number on the top right of the application
- F) Counter staff receives the application fees and process either in finance or at the credit card machine at counter
- G) Typical inspection types needed:
  - Ufer ground – By building inspector
  - Temporary service
  - Pre-energized inspection of service interior
  - Residential: At rough-in and final
  - Temporary on Main

**6) Commercial:**

- A) Applicant will be a electrical contractor
- B) Verify the electrical contractor has a current copy of their electrical contractor and master electrician license on file and their account is up to date with the finance department
- C) The number of new circuits installed must be listed
- D) All applicable information must be completed
- E) Counter staff must list the building permit number on the top right of the application
- F) Counter staff receives the application fees and process either in finance or at the credit card machine at counter
- G) Typical inspection types needed:
  - Ufer ground – By building inspector
  - Temporary service
  - Pre-energized inspection of service interior
  - Commercial: At rough-in and final
  - Temporary on Main
  - Additional site visits